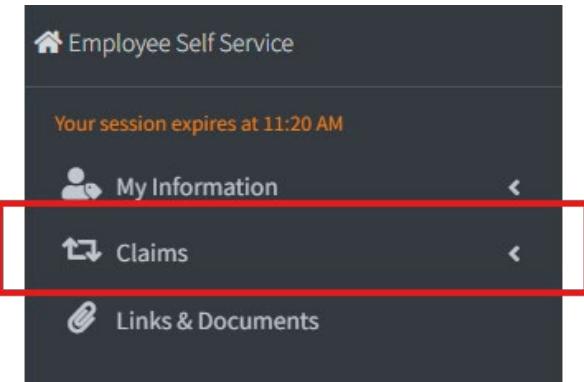


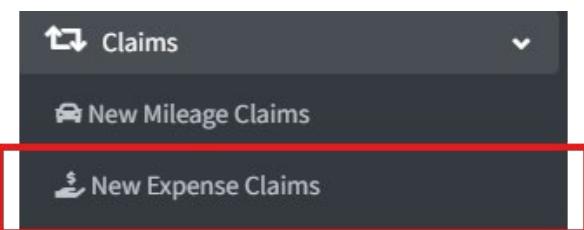
# Shoe Reimbursement Instructions

College Community Schools will reimburse Food Service employees up to \$60.00 per school year for one pair of approved slip resistant/water resistant shoes. The employee may purchase slip resistant / water resistant shoes from the vendor of their choice, however, it is the responsibility of the employee to submit documentation that the purchased shoes are rated at least .37 and documented as water resistant to their supervisor. You can submit your claim by following the directions below.

1. Log into the Employee Self-Serve (ESS) [www.vista-iowa.com/ess/Login.cfm?dist=1337](http://www.vista-iowa.com/ess/Login.cfm?dist=1337)
2. Click on the “Claims” tab on the left hand side of your screen.



3. Click on “New Expense Claims”



4. Enter the date of the purchase in the “Date” field. Select “Shoe Allowance- Food Service” from the Category drop down. Enter the amount of your purchase (up to \$60.00 minus any sales tax). Click on the “Browse” button to add a receipt and documentation showing that the shoes meet the requirements.

A screenshot of the "Claim 1" form. It has fields for "Date 1" (01/27/2026), "Category 1" (Shoe Allowance- Food Service), "Description 1", "Amount 1" (\$ 60.00), "Overnight 1" (checkbox), "City/State 1" (IA), "Receipt(s) 1" (button to "Add a Receipt Document"), "Receipt Description 1", and "Receipt Comment". The "Browse" button in the receipt section is highlighted with a red box. A note at the bottom says ".htm & .html files NOT ALLOWED".

5. Scroll down to the bottom of the page and click on “Submit Claims for Approval”. Your claim will be submitted to your supervisor for approval. Reimbursements will be made to your bank account through an ACH payment.